

Form NCR-115
United States Department of Agriculture
Agricultural Adjustment Administration
North Central Division



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INSTRUCTIONS RELATIVE TO HANDLING SUMMARIES OF PERFORMANCE
AND APPLICATIONS FOR PAYMENT UNDER THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION.

PART I. GENERAL PLAN.

After Forms NCR-114, Summaries of Performance, and Forms NCR-114A and NCR-114C, Supplements to Summaries of Performance, are completed in the county office, such forms will be transmitted to the State office where they will be checked for accuracy. Thereafter, Forms NCR-116, Applications for Payment for One Farm, and Forms NCR-117, Applications for Payment for More Than One Farm, will be prepared in the State office on the basis of the data shown on Forms NCR-114 and NCR-114A and the amounts of the payments due thereunder will be computed and entered thereon. A separate application for payment will be prepared for the owner, the operator, and for each sharecropper. Applications for payment will then be transmitted by the State office to the county office for the signatures of applicants and certification by the county committee. After applications for payment are properly signed and certified, they will be returned by the county office to the State office and if found regular in every respect by the State office they will be certified for payment.

Summaries of performance and supplements thereto which are found by the State office to be incorrect or incomplete will be returned to the county office for correction or completion. Likewise, applications for payment which are suspended in the State office after they have been forwarded to the State office by the county office will be returned to the county office for correction.

PART II. INSTRUCTIONS FOR PREPARATION OF LISTS OF NAMES OF
PERSONS ELIGIBLE TO EXECUTE APPLICATIONS FOR PAYMENT.

In order that the State office may determine when the summaries of performance have been received for all farms in the county which are owned or operated by the same person and determine the status of any summary of performance or application for payment, it will be necessary that two lists of names of persons eligible to execute applications for payment be prepared in the county office. One list shall be prepared on Form NCR-118, entitled "List of Names of Persons Eligible to Execute an Application for Payment with Respect to Only One Farm" upon which will be listed in alphabetical order the names of all persons who own or operate only one farm in the county, in connection with which farm a request for inspection has been made. The other list shall be prepared on Form NCR-118A, entitled "List of Names of Persons Eligible to Execute an Application for Payment with Respect to More Than One Farm" upon which will be listed in alphabetical order the names of all persons who own or operate more than one farm in the county, in connection with which farms requests for inspection

have been made. These lists shall be prepared as soon as possible after October 31, 1937, which date is the final date for the acceptance of requests for inspection. Since requests for inspection postmarked not later than October 31, 1937, will be regarded as having been received on October 31, 1937, it may be desirable to allow sufficient time for the receipt of requests for inspection mailed October 31, 1937, before preparing Forms NCR-118 and NCR-118A.

A card file shall be prepared as hereinafter set forth in order that the county office may have adequate records from which to prepare NCR-118 and NCR-118A.

Preparation of Card File

Clerical assistants in the county office shall prepare a 3" x 5" card for the owner, the operator, and each sharecropper on each farm for which a Form NCR-113, Farm Report, has been prepared. Where a farm is operated by a cash tenant a card shall be prepared for such cash tenant but no card shall be prepared for the record title holder of such farm. There shall be entered on such cards, the township code, the work sheet number, and the name of the owner, operator, or sharecropper. For example, if NCR-113 shows that the operator, "A", rents a farm from the owner, "B", on shares and operates such farm with the aid of sharecroppers, "C" and "D", it will be necessary to prepare a card for "A", a card for "B", a card for "C", and a card for "D". If the owner or operator of a farm is represented by an agent the card shall be prepared in the name of such owner or operator and the name and title of the agent shall be entered on the card beneath the name of the owner. If the owner or operator of a farm is an estate the card shall be prepared in the name of the estate and the name and title of the administrator or executor, or the names of the heirs of the estate, as the case may be, shall be entered on the card beneath the name of the estate. If the owner or operator of a farm is an incompetent, the card shall be prepared in the name of the incompetent and the name and title of the guardian shall be entered on the card beneath the name of the incompetent. Cards for persons acting in other representative or fiduciary capacities shall be prepared in a similar manner. The notation "O.K." shall be entered on each card prepared from an NCR-113. A check mark (✓) shall be entered on Form NCR-106, Listing Sheet, to the left of each work sheet number for which a card has been prepared from NCR-113. Additional cards shall be prepared for the owner and operator of every farm listed on NCR-106 for which cards have not already been prepared. If any farm for which a card is prepared from NCR-106 is known by the county committee to be operated with the aid of sharecroppers, the names of such sharecroppers shall be ascertained, and a card shall be prepared for each of such sharecroppers. The notation "O.K." shall not be entered at this time on cards prepared from NCR-106.

In some instances, the name of the owner or operator of a farm as shown on NCR-106 will not be the same as the name of the owner or operator as shown on NCR-113. In such cases the names as shown on NCR-113 shall be used, and the names on the copy of NCR-106 in the county office should be corrected accordingly. If an NCR-113 has not

been prepared for a farm and if the county committee has determined by means of a request for inspection or by any other means that the owner or operator whose name appears on NCR-106 was not the owner or operator of such farm on June 30, 1937, the name of the person who was the owner or operator of such farm on June 30, 1937, shall be ascertained and a card shall be prepared for such person rather than for the person whose name appears on NCR-106.

If the county committee determines that a person who was the owner or operator of a farm on June 30, 1937, will not be eligible to execute an application for payment with respect to such farm because of the death or incompetency of such person, the abandonment of the farm by such person, or the discharge or release of such person from his representative or fiduciary capacity, a card shall be prepared for the person who under the provisions of NCR-B-101, as amended, Part V, Section 5, would be eligible to execute an application for payment with respect to the farm rather than for the deceased, the incompetent, the person who abandoned the farm, or the person released or discharged from his representative or fiduciary capacity, as the case may be.

When cards have been prepared as heretofore set forth, such cards shall be arranged in alphabetical order. There should be as many cards for a person as there are farms in the county which are owned or operated by such person. The cards for any person who owns or operates more than one farm in the county shall be arranged in order by township code and work sheet number.

After the card file has been arranged alphabetically, the names of all persons who have submitted requests for inspection or, in connection with whose farms requests for inspection have been submitted, shall be checked against the card file. If a request for inspection was submitted by a person who owns or operates only one farm in the county, the notation "O.K." shall be entered on the card for such person if such notation has not already been entered. If the person who submitted a request for inspection for a farm is an operator renting such farm on shares, the notation "O.K." shall also be entered on the card for such farm prepared for the owner, even though such owner did not submit a request for inspection. If the person who submitted a request for inspection for a farm is an owner who rents such farm on shares, the notation "O.K." shall also be entered on the card for such farm prepared for the operator even though such operator did not submit a request for inspection. If a request for inspection was submitted by a person who owns or operates more than one farm in the county, the notation "O.K." shall be entered on all cards prepared for such person and also on the cards for such farms prepared for the owners or operators of such farms, as the case may be, even though such owners or operators did not submit requests for inspection. If either the owner or operator of a farm operated with the aid of sharecroppers has submitted a request for inspection, the notation "O.K." shall be entered on the card for such farm prepared for each of such sharecroppers.

After the card file has been arranged alphabetically the cards bearing the notation "O.K." shall be separated from the cards which do not bear the notation "O.K." The cards which do not bear the notation "O.K." shall be checked against the requests for inspection. If a request for inspection is present for a person the notation "O.K." shall be entered on each card bearing that person's name and check marks (✓) shall be entered on NCR-106 to the left of the corresponding work sheet numbers. After all requests for inspection have been checked, each card which still does not bear the notation "O.K." shall be checked against NCR-106. If a check mark has been entered on NCR-106 to the left of the corresponding work sheet number, enter the notation "O.K." on the card. If a check mark has not been entered on NCR-106 to the left of the corresponding work sheet number the notation "O.K." shall not be entered on the card. After the check against NCR-106 has been completed all cards should again be arranged in alphabetical order and checked to determine whether all cards bearing the name of the same person bear the notation "O.K." The cards shall then be divided into three groups. The first group shall contain the cards for those persons whose names appear on only one card, which card bears the notation "O.K." The second group shall contain the cards for those persons whose names appear on more than one card, all of which cards bear the notation "O.K." The third group shall contain (1) the cards for those persons whose names appear on only one card, which card does not bear the notation "O.K." and (2) the cards for those persons whose names appear on more than one card, one or more of which cards do not bear the notation "O.K." For example, if a person's name appears on 10 cards and the notation "O.K." appears on only nine of such cards, all cards for such person shall be placed in the third group.

If the card file has been properly prepared and if the notation "O.K." has been entered in accordance with instructions contained herein, it will be possible to determine from the card file the name of each person who is eligible to execute an application for payment and the work sheet numbers of all farms owned or operated by such person. A person who owns or operates more than one farm in the county will not be eligible to execute an application for payment unless the notation "O.K." appears on every card for such person. Thus, if a person owns ten farms in a county and did not submit a request for inspection, such person will not be eligible to execute an application for payment unless a request for inspection was submitted by the operator on each of the ten farms.

Preparation of Form NCR-118

Form NCR-118 shall be prepared in duplicate after completion of the card file. The first group of cards shall be used in the preparation of NCR-118. The State and county code, the name of the State, the name of the county, and the sheet number shall be entered at the top of NCR-118. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively.

Using the card file as a guide, enter in column (b) the name

of each person for whom only one card was prepared and on which card the notation "O.K." appears. Do not enter the name of any person whose card does not bear the notation "O.K."

Enter in column (c) the township code and work sheet number of the farm owned or operated by such person. The township code shall be entered first and separated from the work sheet number by a dash. For example, "2-1046" will mean township number 2, work sheet number 1046.

After the names, township codes and work sheet numbers have been listed on NCR-118, enter in column (a) the serial number which will be assigned to the application for payment prepared for each person. The number "1" shall be entered opposite the first name on the first sheet and numbers shall be assigned consecutively until a number has been entered opposite every name. The names of co-owners or co-operators shall be considered as one name and a serial number shall be entered only opposite the name of the first of such co-owners or co-operators, as the case may be.

The original of NCR-118 must be transmitted to the State office either before or at the time the first transmittal of Forms NCR-114 and NCR-114A is forwarded to the State office. The copy of NCR-118 shall be retained in the county office.

Preparation of Form NCR-118A.

When NCR-118 has been completed NCR-118A shall be prepared in triplicate. The second group of cards shall be used in the preparation of NCR-118A. The State and county code, the name of the State, the name of the county, and the sheet number shall be entered at the top of NCR-118A. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively.

Enter in column (b) the name and address of each person for whom more than one card was prepared and on all of which cards the notation "O.K." appears. Do not enter the name and address of any person if one or more of the cards for such person do not bear the notation "O.K."

Count the cards prepared for such person and enter the total in column (c).

Enter in columns (d) to (h), inclusive, the township codes and work sheet numbers for the farms owned or operated by such person. If a person owns or operates more than five farms in the county, two or more lines may be used to list the township codes and work sheet numbers for such person.

After the names, addresses, township codes and work sheet numbers have been listed on NCR-118A, enter in column (a) the serial number which will be assigned to the application for payment prepared for each person. The number "7001" shall be entered opposite the first name on the first sheet and numbers shall be assigned consecutively until a number has been entered opposite every name.

The original and first copy of NCR-118A shall be transmitted to the State office at the time NCR-118 is transmitted. The second copy of NCR-118A shall be retained in the county office.

Correction of Forms NCR-118 and NCR-118A

Forms NCR-118 and NCR-118A must be accurate and complete when they are submitted to the State office. If instances arise which necessitate changes or additions after NCR-118 and NCR-118A have been forwarded to the State office, the State office shall be notified promptly of such changes and additions in the manner hereinafter set forth.

If it is discovered that one or more names were inadvertently omitted from NCR-118 or NCR-118A, a supplemental sheet of the applicable form listing such name or names shall be prepared. If a name was listed on NCR-118 when such name should have been listed on NCR-118A, it will be necessary to prepare a supplemental sheet of NCR-118A listing such name. If a name was listed on NCR-118A when such name should have been listed on NCR-118 it will be necessary to prepare a supplemental sheet of NCR-118 listing such name. In either case the word "Supplement" shall be typed above the title of the supplemental form. Otherwise, the form shall be prepared in the regular manner. Serial numbers and sheet numbers shall be assigned in the same series as those used for the regular Forms NCR-118 and NCR-118A. For example, if the number of the last sheet of NCR-118 was "35" the first sheet of the supplemental NCR-118 shall be assigned the number "36". If the last name on NCR-118 was assigned the serial number "1219" the first name on the first sheet of the supplemental NCR-118 shall be assigned the serial number "1220". More than one name may be included on the same supplemental form. A memorandum indicating the reason for the inclusion of each name on the supplemental form must accompany such supplemental form when it is submitted to the State office. The memorandum shall also list the address of each person whose name appears on a supplemental NCR-118. In those cases where the change involves the transfer of a name from NCR-118 to NCR-118A or a transfer of a name from NCR-118A to NCR-118, the memorandum shall contain a request that the State office delete such name from the previous list submitted to the State office. Each memorandum listing corrections to be made on NCR-118 or NCR-118A shall be headed by the reference "Re: Correction on NCR-118" or "Re: Correction on NCR-118A", as the case may be.

If it is determined that a person whose name was listed on NCR-118A is owner or operator of a farm or farms in addition to those for which work sheet numbers were listed on NCR-118A and is eligible to execute an application for payment with respect to such farm or farms, the State office shall be advised of such fact by memorandum and requested to insert the work sheet numbers for such other farm or farms on NCR-118A. No supplemental NCR-118A should be prepared.

If it is determined that a person whose name was listed on NCR-118A is not the owner or operator of a farm or farms for which work sheet numbers were listed on NCR-118A, the State office shall be advised of such fact by memorandum and requested to delete the work

sheet numbers for such farm or farms from NCR-118A. No supplemental NCR-118 should be prepared unless the change involves a transfer of such person's name from NCR-118A to NCR-118.

If it is determined that a person whose name was listed on NCR-118 is the owner or operator of a farm or farms in addition to that for which a work sheet number was listed on NCR-118 and is eligible to execute an application for payment with respect to such farm or farms, the State office shall be advised of this fact by memorandum and a supplemental NCR-118A shall be prepared as heretofore set forth.

If it is determined that a person whose name was listed on NCR-118 is not the owner or operator of the farm for which a work sheet number was listed on NCR-118, the State office shall be notified of this fact by memorandum and requested to delete the name of such person and the work sheet number for such person from NCR-118.

If it is determined that a person whose name was listed on NCR-118 or NCR-118A was the owner or operator of a farm on June 30, 1937, with respect to which a request for inspection was not received in the county office on or before October 31, 1937, the State office shall be notified of this fact by memorandum and requested to delete the name of such person and all work sheet numbers for such person from NCR-118 or NCR-118A, as the case may be.

If a person whose name was listed on NCR-118 or NCR-118A dies and it is determined that an administrator or executor or the heirs of the deceased are eligible to execute an application for payment with respect to the farms owned or operated by such person (See NCR-B-101, as amended, Part V, Section 6(a)), the appropriate card in the card file shall be corrected to show the name of such administrator, executor, or heirs. A memorandum setting forth the facts of the case shall be forwarded to the State office together with a request that the necessary substitutions of names be made on the NCR-118 or NCR-118A on file in the State office. The memorandum shall include the address of the administrator, executor, or heirs of the estate, as the case may be. No supplemental NCR-118 or NCR-118A shall be prepared.

If a person whose name was listed on NCR-118 or NCR-118A is adjudged incompetent or abandons his farm, or if such person was an administrator, executor, trustee, guardian, committee, receiver, conservator, or other fiduciary who was discharged from his representative capacity after June 30, 1937, (See NCR-B-101, as amended, Part V, Sections 6(b), 6(c), and 6(d)) the case shall be handled in a manner similar to that heretofore set forth for cases where a person whose name is listed on NCR-118 or NCR-118A dies.

PART III. INSTRUCTIONS FOR THE PREPARATION OF LISTS OF WORK SHEET NUMBERS FOR FARMS DESIGNATED AS BEING DRYLAND FARMS AND FOR FARMS DESIGNATED AS NOT BEING DRYLAND FARMS.

The instructions in this Part III are applicable only to counties in Nebraska and South Dakota.

In order that a proper audit may be made by the State office and by the General Accounting Preaudit Office, it will be necessary that the State office be furnished with lists pertaining to the designation of dryland and nondryland farms. In counties in Area "A" such list will include only the work sheet numbers of farms designated by the county committee before May 1, 1937, as being dryland farms. In counties not in Area "A" such list will include only the work sheet numbers of farms designated by the county committee before May 1, 1937, as not being dryland farms.

Dryland Farms in Area "A" in Nebraska and South Dakota.

If the county is in Area "A" in Nebraska or South Dakota, a list of the farms designated by the county committee before May 1, 1937, as being dryland farms shall be prepared in triplicate. This list shall be entitled "List of Farms Designated by the County Committee before May 1, 1937, as Being Dryland Farms". The State and county code, the name of the State, and the name of the county shall be entered at the top of such list. The township codes and work sheet numbers for all farms in the county designated by the county committee before May 1, 1937, as being dryland farms shall be listed in township code and work sheet number order. At the end of such list the following certification shall be typed and signed by two members of the county committee: "We, the undersigned members of the county committee, hereby certify that the foregoing list of township codes and work sheet numbers is a true and correct list of the township codes and work sheet numbers of all farms in the county designated by the county committee before May 1, 1937, as being dryland farms". The original and first copy of such list shall be transmitted to the State office. The second copy of such list shall be retained in the county office.

Nondryland Farms Outside of Area "A" in Nebraska and South Dakota.

If the county is not in Area "A" in Nebraska or South Dakota, a list of the farms designated by the county committee before May 1, 1937, as not being dryland farms shall be prepared in triplicate. This list shall be entitled "List of Farms Designated by the County Committee before May 1, 1937, as Not Being Dryland Farms". The State and county code, the name of the State, and the name of the county shall be entered at the top of such list. The township codes and work sheet numbers for all farms in the county designated by the county committee before May 1, 1937, as not being dryland farms shall be listed in township code and work sheet number order. At the end of such list the following certification shall be typed and signed by two members of the county committee: "We, the undersigned members of the county committee, hereby certify that the foregoing list of township codes and work sheet numbers is a true and correct list of the township codes and work sheet numbers of all farms in the county designated by the county committee before May 1, 1937, as not being dryland farms." The original and first copy of such list shall be transmitted to the State office. The second copy of such list shall be retained in the county office.

PART IV. INSTRUCTIONS FOR TRANSMITTING SUMMARIES OF PERFORMANCE
TO THE STATE OFFICE.

The first transmittal of summaries of performance shall consist of not less than 100 summaries of performance unless the total number of summaries of performance for the county is less than 100. The second transmittal shall not be forwarded to the State office until at least 50 percent of all summaries of performance for the county have been completed and the State office has advised the county office as to the nature of the errors on the first transmittal, if any. All supplements to summaries of performance shall be attached to the corresponding summaries of performance when transmitted to the State office. The serial numbers to be assigned to the applications for payment prepared for the owner and the operator of a farm shall be obtained from NCR-118 or NCR-118A and shall be entered on the summary of performance for such farm immediately preceding the names of such owner and operator. The serial number to be assigned to the application for payment prepared for any sharecropper shall be obtained from NCR-118 or NCR-118A and shall be entered on the supplement to the summary of performance immediately preceding or above the name of such sharecropper. If the name of any operator, owner, or sharecropper does not appear on NCR-118 or NCR-118A the records in the county office shall be examined to determine whether such operator, owner, or sharecropper is eligible to execute an application for payment. If such person is eligible to execute an application for payment a supplemental sheet of NCR-118 or NCR-118A shall be prepared as heretofore set forth and the serial number assigned to such person shall be entered on the summary of performance as heretofore indicated. If such person is not eligible to execute an application for payment an "X" shall be entered on the summary of performance or supplement to the summary of performance in lieu of a serial number. At the time serial numbers are being obtained from NCR-118 or NCR-118A the names shown on NCR-118 and the names and addresses shown on NCR-118A shall be checked to the corresponding names and addresses on the summaries of performance and any necessary corrections shall be made. If NCR-118 and NCR-118A have been submitted to the State office, the State office shall be advised of the corrections to be made on NCR-118 or NCR-118A in the manner heretofore set forth. If NCR-118 and NCR-118A have not been submitted to the State office, any necessary corrections shall be made on NCR-118 and NCR-118A before submission to the State office.

When a sufficient number of summaries of performance have been completed and checked and are ready for transmittal to the State office, Form NCR-119, entitled "Transmittal Sheet for Summaries of Performance", shall be prepared in triplicate. All data on NCR-119 shall be typed. Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet prepared and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-119 in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. For example, if there were three sheets in the first transmittal, the first sheet in the second

transmittal shall be assigned sheet No. 4, Enter in the first space on the line beneath the name of the State the number of sheets of NCR-119 being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted. For example, if sheets 11, 12, 13, and 14 are being transmitted, the line beneath the name of the State shall read, "Number of sheets included in transmittal 4, numbered 11 to 14, inclusive."

Arrange the summaries of performance which are ready for transmittal in township code and work sheet number order and list the township code and work sheet numbers in Section I of NCR-119. Not more than 100 work sheet numbers shall be listed on one sheet of NCR-119. If there are more than 50 summaries of performance for any township the work sheet numbers of such summaries of performance should not be listed on the same sheet of NCR-119 with the work sheet numbers of summaries of performance for other townships, unless the total number of summaries of performance for two or more townships is not more than 100 in which case the work sheet numbers for the summaries of performance for such townships may be listed on the same sheet of NCR-119. For example, if there are ready for transmittal 100 summaries of performance for township number 1, 125 for township number 2, 45 for township number 3, and 50 for township number 4, the work sheet numbers for the summaries of performance for township number 1 should be listed on sheet number 1 of NCR-119; approximately one-half of the work sheet numbers for the summaries of performance for township number 2 should be listed on sheet number 2 of NCR-119 and the remainder on sheet number 3 of NCR-119; and the work sheet numbers for the summaries of performance for township number 3 and township number 4 should be listed on sheet number 4 of NCR-119. Enter in the first space in the last line of Section I of each sheet of NCR-119 the total number of work sheet numbers listed in such Section I. Make no further entries on NCR-119.

The originals of Forms NCR-114 and the originals and first copies of Forms NCR-114A and NCR-119 shall then be forwarded to the State office. Each correction on NCR-114 or NCR-114A shall be initialed by the member of the county committee who signed the form. As heretofore indicated, the originals of Forms NCR-118 and the originals and first copies of Forms NCR-118A shall be forwarded to the State office at the time or prior to the time of forwarding the first transmittal of summaries of performance to the State office.

In the event an error is discovered in a summary of performance after such summary of performance has been transmitted to the State office, the State office shall be notified of such error by means of a memorandum and reference shall be made to the township code and work sheet number of the summary of performance and to the sheet number of the NCR-119 on which such summary of performance was listed in order that the incorrect summary of performance may be readily located. If it is deemed advisable, a corrected summary of performance may be submitted with the memorandum to replace the incorrect summary of performance.

Handling Suspended Summaries of Performance.

All data appearing on summaries of performance and supplements thereto will be carefully checked in the State office. If an error in computation or an error in transferring data from the listing sheet to the summary of performance is discovered, the incorrect summary of performance will be returned to the county office for correction. Each correction made on a summary of performance or supplement thereto shall be initialed by the member of the county committee who signed the form.

Summaries of performance which have been returned to the county office for correction shall not be listed on the same sheet of NCR-119 with summaries of performance which are being transmitted to the State office for the first time. The word "corrected" shall be entered above the title of NCR-119 to indicate that the summaries of performance listed thereon have been previously transmitted to the State office. Otherwise the form shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as that used for regular Forms NCR-119. Insofar as practicable, all summaries of performance which were returned to the county office for correction shall be returned to the State office at the same time. If a new summary of performance is prepared to replace a summary of performance which was returned to the county office for correction, both forms shall be forwarded to the State office at the same time. There shall be entered on the old summary of performance the words "replaced by corrected summary of performance".

PART V. INSTRUCTIONS FOR HANDLING APPLICATIONS FOR PAYMENT
RECEIVED FROM THE STATE OFFICE.

After applications for payment have been prepared in the State office and the amounts of payment to be made thereunder have been computed and entered thereon, the originals and two copies of such applications for payment will be transmitted to the county office for the signatures of applicants and the certification of the county committee. The original of the application for payment is to be returned to the State office after it has been signed by the applicant and certified by a member of the county committee; one copy is to be retained in the county office, and the other copy is to be retained by the applicant. The serial numbers of the applications for payment included in any transmittal will be listed on Form NCR-122 entitled, "Transmittal Sheet for Transmittal of Applications for Payment to County Office". Applications for payment with respect to which the computed net payment is less than fifty cents will be listed on a separate sheet of NCR-122. Such forms need not be signed and shall not be returned to the State office. Two copies of each of such forms shall be retained in the county office and the third copy shall be given to the applicant.

When the applications for payment are received in the county office, the serial numbers of such applications for payment shall be checked against NCR-122 to determine that all applications for payment

which have been listed thereon are included in the transmittal and to determine that all applications for payment which are included in the transmittal have been listed on NCR-122. The State office shall be advised by memorandum of any discrepancy.

The applications for payment shall be carefully checked by the county committee to determine that the data with respect to soil-depleting bases and limits, 1937 acreages, yields, and productivity indexes are correct. No correction or change of any kind shall be made on an application for payment without specific authorization therefor from the State committee. If an error is detected, the application for payment shall not be submitted to the applicant for signature, but shall be returned to the State office together with a memorandum calling attention to the error and requesting that the necessary correction be made.

The requirements regarding signatures on applications for payment for the 1937 Agricultural Conservation Program are the same as for the 1936 Agricultural Conservation Program. Such requirements are set forth in Form ACP-16, entitled "Instructions on Signatures and Authorizations", and each person in the county office who assists in obtaining signatures should be thoroughly familiar with such requirements, in order that signatures may be properly affixed to the applications for payment. If the signature of an applicant is affixed by mark or in other than English script such signature must be witnessed by at least one person whose signature must be in English script, in the original and handwritten.

It is the responsibility of the community and county committees to determine that a person who signs an application for payment as an agent, administrator, executor, receiver, or guardian or in any other representative or fiduciary capacity is properly authorized to sign in such capacity. If the community and county committees do not have personal knowledge that a person signing an application for payment in a representative or fiduciary capacity is properly authorized to sign in such capacity, such person should be required to file with the county committee evidence of his authority. Such evidence should be in the form specified in ACP-16. Under no circumstances shall an application for payment signed by a person acting in a representative or fiduciary capacity be certified by a member of the county committee unless such member of the county committee is sure that the person signing in a representative or fiduciary capacity is properly authorized to sign in such capacity.

Signatures may be obtained on applications for payment by holding meetings in the various communities, by requesting applicants to call at the county office, or by mailing applications for payment to the applicants. If the application for payment is not mailed to the applicant for signature, the person who secures the signature of the applicant must explain to the applicant that the applicant should satisfy himself that the basic data included in the application for payment are correct and that if the applicant feels that any of the data are not correct he should not sign the application for payment

until all questions pertaining thereto are settled. It is not contemplated that any claims for change in basic data will be allowed after the application for payment is signed. In the event that community meetings are held for the purpose of obtaining signatures on applications for payment, the notice of such meeting should emphasize the fact that it is not contemplated that any adjustments in basic data will be permitted after the applications for payment are signed and that the applicants should come prepared to check the accuracy of the data appearing on their applications for payment. Applications for payment which are mailed to applicants for signatures must be accompanied by a letter containing the following:

Mr. _____,

Dear Cooperator:

Enclosed herewith are the original and two copies of your proposed application for payment under the 1937 Agricultural Conservation Program covering the farm or farms which you own or operate in this county. Please sign all three copies in ink or indelible pencil in the space indicated by a check mark (✓); enter the date of signing and return the original and one copy to Mr. _____, Chairman, _____ County Agricultural Conservation Association, _____.

Before signing this application for payment you should carefully examine the data shown thereon. The payment computed for your participation in the 1937 Agricultural Conservation Program in this county, if you own or operate only one farm in the county, is shown in NCR-1116, Section VII, item 13. The payment computed for your participation in the 1937 Agricultural Conservation Program in this county, if you own or operate more than one farm in this county, is shown in NCR-117 B, Section XI, item 10. If data for all farms in this county owned or operated by you are not included on the application for payment or if you feel that the amount of payment or other data are not correct, and if you have evidence showing that an error has been made, please forward such evidence to this office immediately, in order that any necessary corrections may be made before you sign the application for payment. It is not contemplated that any claims for change in basic data will be allowed after the application for payment is signed.

Please sign your name in the same style as that in which your name has been printed above or to the left of the space for your signature, unless your name has been incorrectly spelled, in which case you should sign your name correctly and advise this office of the error in your printed name. If your correct address is not shown on the application for payment, notify this office of your correct address.

Do not make any change in any figures, in your printed name, or in your address as shown on the application for payment, as any such change may delay your payment.

Very truly yours,

Chairman, _____ County
Agricultural Conservation Association.

After applications for payment have been properly signed they shall be certified by a member of the county committee who shall sign on behalf of the county committee in Section VIII of NCR-116 or in Section XIII of NCR-117. Such signatures shall be in ink or indelible pencil. If Form NCR-126, entitled "Certification by County Committee of a Farm as a Diversion Farm Where the General Soil-Depleting Base Is Less Than 20 Acres and No Cotton or Final Tobacco Soil-Depleting Base Was Established", is attached to NCR-116 or NCR-117, the applicable certification of NCR-126 shall be signed by the member of the county committee who signed the application for payment.

If it is noted that a correction has been made by a clerk in the State office in an entry on NCR-116 or NCR-117 other than an entry which is the result of a computation on such form, such correction shall be initialed by the member of the county committee who certified the application for payment on behalf of the county committee.

Each correction in any of the following items on NCR-116 shall be initialed:

- Section II, items 1, 2, and 6;
- Section III, items 1, 2, and 4;
- Section IV, all items in columns (a) and (b);
- Section V, all items in column (a) except item 4;
- Section VI, items 1, 2, 4, and 6;
- Section VII, all items in column (b).

Each correction in any of the following items on NCR-117 shall be initialed:

- Section II, items 1, 2, 6, 8, 14, and 19;
- Section III, items 1, 2, and 4;
- Section IV, all items in columns (a) and (b), and item 8;
- Section V, all items in column (a) and item 10;
- Section VI, items 1, 2, 4, 6, and 8.

Each correction in Section I of NCR-116 and Section I of NCR-117 shall be initialed.

If it is determined that there is an error in the printed name or the address of the applicant as shown on the application for payment, the necessary corrections shall be made. Such corrections shall be initialed in the manner indicated above.

Insofar as practicable all applications for payment which are received from the State office in the same transmittal shall be returned to the State office at the same time. When applications for payment have been signed by the applicants and certified by a member of the county committee, Form NCR-124 entitled "Transmittal Sheet for Transmittal of Applications for Payment to the State Office" shall be prepared in triplicate. All data on NCR-124 shall be typed. Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-124 in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. For example, if there were three sheets in the first transmittal, the first sheet in the second transmittal shall be assigned sheet No. 4. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-124 being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted. For example, if sheets 5, 6, and 7 are being transmitted, the line beneath the name of the State shall read "Number of sheets included in transmittal 3, numbered 5 to 7, inclusive".

Arrange the applications for payment which are ready for transmittal in serial number order and list the serial numbers in Section I of NCR-124. Enter in the space in the last line of Section I of each sheet of NCR-124 the total number of serial numbers listed in such Section I. Not more than 50 applications for payment shall be listed on one sheet of NCR-124. Make no further entries on NCR-124.

When NCR-124 has been completed and checked, the originals of the applications for payment, together with the originals and first copies of NCR-124, shall be forwarded to the State office. The second copy of NCR-124 and a copy of each application for payment shall be retained in the county office.

Handling Suspended Applications for Payment.

All applications for payment will be checked upon their return to the State office. If it is discovered that an error has been made, a correction has not been properly initialed, or a signature has been omitted or improperly affixed, the application for payment will be returned to the county office for correction. A memorandum indicating the nature of the error will accompany each application for payment. Corrections shall be initialed in the manner heretofore set forth.

Applications for payment which have been returned to the county office for correction shall not be listed on the same sheet of NCR-124 with applications for payment which are being transmitted to the State office for the first time. The word "corrected" shall be entered above the title of NCR-124 to indicate that the applications for payment listed thereon have been previously transmitted to the State office.

Otherwise the forms shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as that used for regular applications for payment. Insofar as practicable, all applications for payment which were returned to the county office for corrections shall be returned to the State office at the same time.

PART VI. INSTRUCTIONS FOR MAILING SUMMARIES OF PERFORMANCE,
APPLICATIONS FOR PAYMENT, AND RELATED FORMS.

If the forms to be mailed weigh less than 4 pounds, such forms may be sent by the United States Postal Service without charge if it is indicated on the package that the Government free mailing privilege is being used. If the forms to be mailed weigh 4 pounds or more, they should be sent by parcel post in which case the postage shall be prepaid. No letters or correspondence of any nature should be included in packages weighing 4 pounds or more which are sent by parcel post. All forms which are being mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Administration. However, under no circumstances shall envelopes of the Agricultural Adjustment Administration be sent to applicants for the return of such forms.

NCR-115, Supplement No. 1
U. S. Department of Agriculture
Agricultural Adjustment Administration
North Central Division



Issued November 26, 1937.

INSTRUCTIONS RELATIVE TO HANDLING SUMMARIES OF PERFORMANCE
AND APPLICATIONS FOR PAYMENT UNDER THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION.

(Supplement No. 1)

NCR-115 is hereby amended as follows:

1. Part II, INSTRUCTIONS FOR PREPARATION OF LISTS OF NAMES OF PERSONS ELIGIBLE TO EXECUTE APPLICATIONS FOR PAYMENT, is amended by adding at the end thereof the following:

Preparation of Card File, NCR-118 and NCR-118A in Cases Involving
A Farming Unit Consisting of Farms Located in Two or More Counties.

If a farming unit consists of two or more farms located in two or more counties, an NCR-114 for each farm in the farming unit shall be submitted to the State office from the county in which the farming unit is regarded as located, and an NCR-114 for each farm in the farming unit shall be submitted to the State office from the county in which such farm is located. Such Forms NCR-114 shall be prepared and submitted to the State office in the manner set forth in NCR-111, Supplement No. 3. In such case, the application for payment for the operator of the farming unit will be prepared in the State office and forwarded to the county in which the farming unit is regarded as located, and the application for payment for the landlord of a farm which is part of such farming unit will be prepared in the State office and forwarded to the county in which such farm is located.

The cards prepared for the operator of such a farming unit shall be prepared in the regular manner except that the cards for those farms which are located in a county other than the county in which the farming unit is located shall have entered thereon immediately preceding the work sheet numbers for such farms the State and county code of the county in which such farms are located. The cards for the landlords shall be prepared in the regular manner except that no card for a landlord shall be prepared in a county other than the county in which the farm is located.

The NCR-118A prepared for the county in which the farming unit is regarded as located shall be prepared in the regular manner except that there shall be entered thereon opposite the name of the operator of such farming unit the State and county code as well as the work sheet numbers for those farms which are located in a county other than the county in which the farming unit is regarded as located. Such State and county code and work sheet

numbers shall be circled. Data for the landlords shall be listed on NCR-118 or NCR-118A in the regular manner. If the cards have been prepared in the manner heretofore set forth there will be listed opposite the names of such landlords only work sheet numbers for farms located in the county in which such NCR-118 or NCR-118A is prepared. If no cards have been prepared in a county for a landlord, the name of such landlord will not appear on the NCR-118 or NCR-118A prepared in such county.

2. Part IV, INSTRUCTIONS FOR TRANSMITTING SUMMARIES OF PERFORMANCE TO THE STATE OFFICE, is amended by adding at the end thereof the following:

Instructions for Transmitting Summaries of Performance in Cases Involving a Farming Unit Consisting of Farms Located in Two or More Counties.

If a summary of performance is to be submitted from a county other than the county in which the farm covered by such summary of performance is located, an "X" shall be entered immediately preceding the name of the landlord, if any, on such summary of performance, in lieu of a serial number. The NCR-119 on which the work sheet number of such a summary of performance is to be listed shall be prepared in the regular manner except that there shall be entered in Section I of such NCR-119 immediately preceding the work sheet number of such summary of performance the State and county code of the county in which the farm is located. Such State and county code and work sheet number shall be listed beneath all other work sheet numbers listed on such NCR-119 and shall be circled.

If a summary of performance is to be submitted from a county other than the county in which the farming unit, of which the farm covered by such summary of performance is a part, is regarded as located, an "X" shall be entered immediately preceding the name of the operator on such summary of performance in lieu of a serial number. The NCR-119 on which the work sheet number of such a summary of performance is to be listed shall be prepared in the regular manner.



Issued January 3, 1938.

INSTRUCTIONS RELATIVE TO HANDLING SUMMARIES OF PERFORMANCE
AND APPLICATIONS FOR PAYMENT UNDER THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION.

(Supplement No. 2)

NCR-115 is hereby amended as follows:

1. Part III, the section entitled "Dryland Farms in Area 'A' in Nebraska and South Dakota" is amended by adding at the end thereof the following:

If there were no farms designated by the county committee before May 1, 1937, as being dryland farms, the following certification shall be prepared in triplicate and signed by two members of the county committee: "We, the undersigned members of the county committee, hereby certify that no farms in the county were designated by the county committee before May 1, 1937, as being dryland farms". The original and first copy of such certification shall be forwarded to the State office and the second copy shall be retained in the county office.

2. Part III, the section entitled "Nondryland Farms Outside of Area 'A' in Nebraska and South Dakota" is amended by adding at the end thereof the following:

If there were no farms designated by the county committee before May 1, 1937, as not being dryland farms, the following certification shall be prepared in triplicate and signed by two members of the county committee: "We, the undersigned members of the county committee, hereby certify that no farms in the county were designated by the county committee before May 1, 1937, as not being dryland farms." The original and first copy of such certification shall be forwarded to the State office and the second copy shall be retained in the county office.

NCR-115, Supplement No. 3
U. S. Department of Agriculture
Agricultural Adjustment Administration
North Central Division.

Issued February 7, 1938.

INSTRUCTIONS RELATIVE TO HANDLING SUMMARIES OF PERFORMANCE
AND APPLICATIONS FOR PAYMENT UNDER THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION.

(Supplement No. 3)

NCR-115 is hereby further amended by the addition at the end thereof of the following new Part VII:

PART VII - INSTRUCTIONS FOR HANDLING CASES INVOLVING
UNDELIVERED CHECKS, LOST CHECKS, DECEASED OR IN-
COMPETENT APPLICANTS, ADJUSTMENTS, AND REFUNDS.

In order that cases involving undelivered checks, lost checks, deceased or incompetent applicants, adjustments, and refunds may be handled as expeditiously as possible, the following instructions with respect to such cases should be carefully followed.

Cases Involving Undelivered Checks

Checks issued to applicants under the 1937 Agricultural Conservation Program must be returned to the Regional Disbursing Office which issued such checks under any of the following circumstances:

- (1) Failure to deliver check to payee within 21 days following the receipt thereof in the county office.
- (2) Death or incompetency of payee.
- (3) Refusal of payee to accept check.
- (4) Improper designation of payee's name on the check.
- (5) Amount of check differs from that shown on ACP-41C.
- (6) Amount of check exceeds amount due payee.
- (7) Question as to right of payee to receive check.
- (8) Payee indebted to the Agricultural Adjustment Administration.
- (9) Request by State office for return of check.

Each such check returned to the Regional Disbursing Office shall be accompanied by a letter signed by the treasurer of the county association or by a member of the county committee indicating the reason or reasons for the return of such check and a copy of such letter shall be

forwarded to the State office at the same time. Reference should be made in this letter to the name of the applicant, the State and county code and serial number of the application for payment under which the check was issued, the administrative number of the ACP-41C on which the check was listed, and the check number of the check.

Checks which are mailed to payees in the window envelopes provided by the Treasury Department and which are not delivered to the payees due to incorrect or insufficient address will be returned to the Regional Disbursing Office which issued such checks.

If a payee is located or decides to accept his check after it has been returned to the Regional Disbursing Office, it will be necessary that such payee submit to the State office a request for the return of the check before the State office will authorize the Regional Disbursing Office to forward the check to the payee. Such request must be signed by the payee and shall make reference to the State and county code and serial number of the application for payment under which the check was issued, the administrative number of the ACP-41C on which the check was listed, the check number and amount of the check, and the present address of the payee.

Cases Involving Lost, Stolen, or Destroyed Checks.

If a check is lost, stolen, or destroyed the Regional Disbursing Office which issued the check shall be notified of such fact immediately. Such matters come within the exclusive jurisdiction of the Treasury Department.

If a check is found or recovered after the Regional Disbursing Office has been notified that such check was lost or stolen, the Regional Disbursing Office shall be notified of such fact and requested to have the stoppage against such check withdrawn. The check should not be presented for payment for at least seven days after the Regional Disbursing Office has been notified in order that the Treasury Department will have had sufficient time to withdraw the stoppage against the check and be in a position to honor the check when it is presented for payment.

All correspondence with the Regional Disbursing Office concerning a check shall contain appropriate reference to the check number, amount and date of the check and the name of the payee.

Cases Involving Deceased or Incompetent Applicants.

If a person who signed an application for payment dies or is declared incompetent by a court of competent jurisdiction before the check issued under such application for payment is received in the county office, the State office shall be advised of such fact by memorandum as soon as possible. Such memorandum or a subsequent memorandum to the State office shall indicate the name of the executor, administrator, guardian, or other representative of the estate, if one has been appointed, or the names of the heirs of the

deceased applicant in the event that an administrator or executor has not been appointed and no administration is contemplated. If the State office is notified of the death or incompetency of the applicant before payment under the original application for payment is issued, a corrected application for payment will be prepared and submitted to the county office to be signed by the administrator, executor, guardian, or heirs, as the case may be, and by a member of the county committee.

If a person who signed an application for payment dies or is declared incompetent by a court of competent jurisdiction before the check issued under such application for payment is cashed by the payee, such check shall be returned to the Regional Disbursing Office which issued the check. Standard Form No. 1055 entitled "Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, and Public Creditors of the United States" shall be prepared by the county committee and submitted to the representative of the estate of the deceased or incompetent for signature. If no administrator, executor, or guardian has been appointed and no administration upon the estate of the deceased or incompetent is contemplated, Standard Form No. 1055 should be signed in the case of a deceased person by one of the heirs of the deceased who has reached the age of 21, and in the case of an incompetent, by some person eligible to be appointed as guardian or committee for such incompetent. Care should be taken to see that Standard Form No. 1055 is executed in every detail and in accordance with the instructions printed thereon. Failure to execute such form properly will result in the suspension of the claim and consequent delay in effecting settlement thereon. Item 2 of such form should be completed to show the manner in which the deceased or incompetent was connected with the United States, by entering on the second line thereof the words "Public Creditor under 1937 A.C.P. Application for Payment" followed by the State and county code and serial number of the original application for payment. If Standard Form No. 1055 is signed by an administrator, executor, guardian or other representative of the estate such person shall attach thereto a certified copy of his letters of authority. When Standard Form No. 1055 has been properly executed and notarized, it shall be forwarded to the State office.

Cases Involving Adjustments.

If, after an application for payment is signed and submitted to the State office, the county committee discovers that such application for payment was improperly executed in that it was signed by the wrong person, the data contained therein were incorrect, or Form NCR-116 was used when Form NCR-117 should have been used, or vice versa, the State office shall be advised of such fact by memorandum as soon as possible. Such memorandum shall indicate the nature of the error and shall contain a request that the necessary corrections be made. If necessary a corrected summary of performance shall be submitted to the State office with the memorandum.

If the county committee discovers an error in an application for payment after the check issued under such application for payment is received in the county office, such check shall be returned to the Regional Disbursing

Office which issued the check if it represents more than the amount due the applicant or shall be delivered to the applicant if it represents less than the amount due the applicant, who should be advised that the acceptance thereof will not prejudice his right to file a claim within a reasonable length of time for any balance due him. A memorandum signed by a member of the county committee indicating the nature of the error and requesting that the necessary corrections be made shall be forwarded to the State office. If necessary, a corrected summary of performance shall be submitted to the State office with the memorandum. If, as a result of the corrections, the applicant would be entitled to payment in an amount larger than the amount of the check issued under the original application for payment, a statement of the facts upon which the applicant bases his claim for additional payment shall be submitted to the State office. Such statement of facts shall indicate the State and county code and serial number of the original application for payment, the circumstances surrounding the erroneous execution of the original application for payment, the corrections to be made in the data thereon, and the check number and amount of the check issued under the original application for payment. Such statement of facts must be signed by the applicant.

If the county committee discovers an error in an application for payment before the check issued under such application for payment is received in the county office and the State office is not notified in time to stop payment under the original application for payment, the check issued under such application for payment shall be delivered to the payee if it represents less than the amount due or shall be returned to the Regional Disbursing Office which issued the check if it represents more than the amount due and the case shall be handled in the manner set forth in the preceding paragraph.

If, as a result of an error in the Regional Disbursing Office, the amount of a check differs from the amount shown on ACP-410 or the name of the payee on a check differs from the name on ACP-410, such check shall not be delivered to the payee but shall be returned to the Regional Disbursing Office which issued the check with a request that a corrected check be issued. It will not be necessary to refer such matters to the State office.

Cases Involving Refunds.

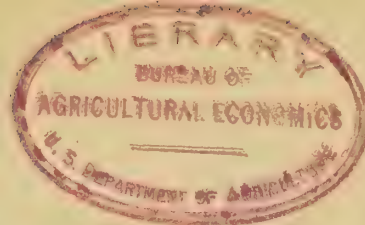
If it is discovered that an applicant has received and cashed a check which is in an amount greater than the amount to which he is entitled, the State office shall be notified of such fact by memorandum as soon as possible and the applicant should be requested to refund the amount of the overpayment. If there is any doubt as to the amount of refund due, the State office should be consulted before the refund is made.

All refund remittances should be in the form of money orders, cashier's checks, or certified checks, and should be drawn to the order of "Treasurer, United States". All refunds shall be sent to the State office together with

a memorandum, in duplicate, indicating the amount of the refund, the form of the remittance (money order, cashier's check, certified check, etc.) and upon whom drawn (X Bank, etc.), the name of the applicant whose account is to be credited, the State and county code and serial number of the application for payment in connection with which the refund is made, and the reasons for making the refund. If any corrected forms or additional data are necessary to permit a satisfactory settlement of the case to be made, such forms and data should accompany the refund to the State office.

If it is discovered that a check has been delivered to other than the proper person, the State office shall be notified of such fact by memorandum and the person who received and cashed the check should be requested to refund the amount of the check. Such refunds should be handled in the manner set forth in the preceding paragraph.

NCR-115, Supplement No. 4.
U. S. Department of Agriculture
Agricultural Adjustment Administration
North Central Division.



Issued May 3, 1938.

INSTRUCTIONS RELATIVE TO HANDLING SUMMARIES OF PERFORMANCE
AND APPLICATIONS FOR PAYMENT UNDER THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION.

(Supplement No. 4)

NCR-115, Part VII, the section entitled "Cases Involving Deceased or Incompetent Applicants" is hereby amended to read as follows:

If a person who signed an application for payment dies or is declared incompetent by a court of competent jurisdiction before the check issued under such application for payment is received in the county office, the State office shall be advised of such fact as soon as possible and in addition shall be furnished with the name of the executor, administrator, guardian, or other representative of the estate, if one has been appointed, or the names of the heirs of the deceased applicant in the event that an administrator or executor has not been appointed and no administration of the estate is contemplated. If the State office is notified of the death or incompetency of the applicant before payment under the original application for payment is issued, a corrected application for payment will be prepared and submitted to the county office to be signed by the administrator, executor, guardian, or heirs, as the case may be, and by a member of the county committee.

If a person who signed an application for payment dies or is declared incompetent by a court of competent jurisdiction before the check issued under such application for payment is cashed by the payee, such check shall be returned to the Regional Disbursing Office which issued the check, accompanied by a letter indicating that the payee is deceased or incompetent. A copy of this letter should be sent to the State office.

Claims for the proceeds of such checks shall be submitted in duplicate on Standard Form 1055, entitled "Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, and Public Creditors of the United States". Such claim should be filed by the executor, administrator, guardian, or committee of the estate if one has been appointed and has qualified. If no representative of the decedent's estate has been appointed by a court of competent jurisdiction and no administration upon the decedent's estate is contemplated, claim should be filed by the person(s) entitled to share in the decedent's estate under the laws of descent and distribution of the State in which the decedent was domiciled at the time of his death. In the case of incompetency no claim should be filed until a guardian or committee is appointed and has qualified.

A. If the claim is to be submitted by an executor, administrator, guardian, or committee, Form 1055 should be prepared as follows:

1. Enter the name of the State and county in the spaces provided therefor in the upper left-hand corner of the form.
2. Enter in paragraph 1 the name of the representative (adm., exec., gdn., etc.) making the claim; his street, city, county, and State address; the date of death or incompetency; the name of the decedent or incompetent; the city, county, and State in which the decedent or incompetent had his domicile at the time of death or incompetency; and whether the estate is that of a person who died testate or intestate or a person who was declared incompetent. If a decedent left no will he died intestate and if he left a will he died testate. Enter in the space provided therefor the applicable pronoun.
3. Enter in paragraph 2 the words "Public creditor under 1937 A.C.P., Application for Payment" followed by the State and county code and serial number of the application for payment. Enter in the spaces provided therefor the applicable pronouns.
4. Enter in paragraph 3 the amount due the decedent or incompetent for participation in the 1937 Agricultural Conservation Program in words and in figures. Enter in the spaces provided therefor the applicable pronouns.
5. Enter in paragraph 4 the check number, the name of the drawer of the check, "G. F. Allen", the symbol number on such check, and the amount thereof in figures, which was issued to the decedent or incompetent.
6. Enter in paragraph 5 the capacity in which the claimant is acting (whether executor, administrator, guardian, or committee); the name of the court (probate, district, county, etc.); the name of the county and State in which is located the court which issued the claimant his letters of authority; and the name, address, and relationship of the relative or creditor responsible for administration upon the estate.
7. Make no entries in paragraph 6.
8. The representative of the estate should sign in the space provided for the signature of the applicant on the reverse side of Form 1055 and his signature should be witnessed. The certificate of two corroborating witnesses and the notary public immediately below the

spaces provided for the signature of the applicant need not be executed, if the letters of authority show the date of death or incompetency and the domicile of the decedent or incompetent. When a short form certificate of the letters of authority is used, care should be taken to see that such information is entered thereon by the clerk of the court. A short form certificate or a certified copy of the letters of authority should be attached to Form 1055. In the event the letters of authority were issued nine months before the filing of such claim, a certified statement should be secured over the signature of the judge or clerk of the court which issued the letters of authority showing that such letters are still in full force and effect. Such certification should be attached to Form 1055.

- B. If the claim is to be submitted by the heirs or creditors of an estate in cases where there is to be no administration upon the estate, Form 1055 should be prepared as follows:
1. Complete Form 1055 through item 4 in the manner set forth in A, supra, entering the name of the heir, or creditor making the claim in lieu of the name of the representative of the estate.
 2. Make no entries in paragraph 5.
 3. Enter in paragraph 6 the assets of the estate other than the amount due from the Government; the approximate value thereof; the relationship of the claimant to the decedent or incompetent; whether the funeral expenses have been paid; the name of the person who paid the funeral expenses, and the amount thereof; whether the funeral expenses were paid out of funds belonging to the decedent's estate, or whether they were paid from the personal funds of the claimant; the name, age, and address and the relationship to the decedent of the heirs of the estate. Whether a person is an heir of an estate shall be determined by consulting the brief of the laws of descent and distribution furnished to the county office by the State committee. Enter also in paragraph 6 whether any benefit, exemption or allowance from the estate of the deceased has been made to the claimant and the extent thereof, and any additional facts upon which he bases his claim for the proceeds of the check.
 4. The claimant should sign on the reverse side of the form in the space provided for the signature of the applicant and the signature should be witnessed. Also, the certificate of the two corroborating witnesses must be completely executed and signed by such witnesses. The certificate of the notary public must be completely executed and his signature entered in the space provided therefor.

5. Each person whose name appears in paragraph 6 as an heir of the estate should sign Form 1055 as a claimant or execute Form ACP-73, Waiver of Right to Agricultural Conservation Payment, in order that the full amount of the payment due the estate may be made. In those cases where Form ACP-73 is signed by persons who otherwise would be entitled to a share of the estate, payment of their share of such payment will be made to the person in favor of whom the waiver is executed if such person files a duly executed claim for such payment. If more than one person makes a claim on Form 1055, the respective interest of each heir should be shown.
6. If a claim is submitted by a person who is not of legal age, letters of guardianship must be procured, or a statement in the form of an affidavit by a person acquainted with the minor should be obtained to the effect that such minor is accustomed to the payment and receipt of monies and that he is competent to receive the proceeds of the check for which claim is filed; or a statement in the form of an affidavit must be procured from a person showing his relationship to the minor, that such minor is in his care, custody, and control, and that the proceeds of the check will be used for the maintenance and support of the minor. Such letter of guardianship or affidavits should be attached to Form 1055. Whether a person is of legal age may be determined by consulting the brief of the laws with respect thereto furnished by the State committee.
7. In the event the funeral expenses of the decedent were paid by someone other than the claimant and were not paid from funds belonging to the estate of the decedent, such person who paid the funeral expenses will be entitled to make a claim on Form 1055 provided that there is attached to Form 1055 a receipt showing that he did pay the funeral expenses. If such person does not wish to file a claim, he should execute Form ACP-73 in favor of the person filing the claim. Such waiver form should be attached to Form 1055.
8. In those cases where the amount of the Government check involved exceeds the larger of \$500.00 or the amount which, under the provisions of the State law, would require administration of the estate, claim should not be filed until an administrator or executor has been appointed and then only by the administrator or executor. Whether administration upon an estate is required by State law shall be determined in accordance with the brief of the laws with respect thereto furnished by the State committee.

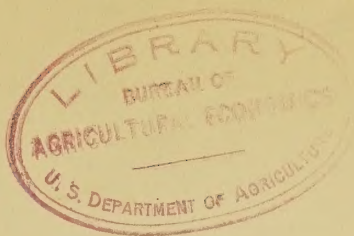
The county committee should permit anyone who wishes to do so to file a claim for the proceeds of a check issued to a deceased person. However, in those cases where the county committee knows or has reason to believe that a person other than the claimant is entitled to the proceeds of the check or a part thereof, a statement should be prepared setting forth the reasons why it is felt that such other persons are entitled to such payment and such statement should be signed by a member of the county committee and attached to Form 1055.

Care should be taken to see that Form 1055 is executed in every detail and in accordance with the instructions set forth herein. Failure to execute such form properly will result in the suspension of the claim and consequent delay in effecting settlement thereon. When Standard Form No. 1055 has been properly executed, it shall be forwarded to the State office.

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NCR-115 Tama County
U. S. Department of Agriculture
Agricultural Adjustment Administration
North Central Division



Issued December 13, 1937.

JAN 20 1938

INSTRUCTIONS RELATIVE TO HANDLING SUMMARIES OF PERFORMANCE
AND APPLICATIONS FOR PAYMENT UNDER THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN TAMA COUNTY, IOWA.

PART I. GENERAL

As a general rule, forms NCR-114B, Tama County Summary of Performance, forms NCR-116A, Application for Payment for One Farm, and forms NCR-117C, Application for Payment for More Than One Farm, shall be handled in a manner similar to that set forth in form NCR-115 for handling forms NCR-114, NCR-116, and NCR-117B.

PART II. INSTRUCTIONS FOR PREPARATION OF LISTS OF NAMES OF PERSONS
ELIGIBLE TO EXECUTE APPLICATIONS FOR PAYMENT.

A card file, forms NCR-118 and forms NCR-118A, shall be prepared in a manner similar to that set forth in NCR-115, except that a card shall be prepared for a landlord even though he rents part of his farm for cash if such landlord is entitled to receive a payment under the 1937 Agricultural Conservation Program for Tama County.

PART III. INSTRUCTIONS FOR TRANSMITTING SUMMARIES OF PERFORMANCE TO
THE STATE OFFICE.

Forms NCR-114B shall be transmitted to the State office in a manner similar to that set forth in NCR-115 for transmitting forms NCR-114 to the State office.

In cases where a percentage other than 50 or 100 has been entered in Section I, column (f) of NCR-114B, prepare an extra copy of NCR-114B. Such copy of NCR-114B should not contain data in Section I, column (g) nor in Sections II, III, IV, and V. Each correction made in Section I of such copy must be initialed by the member of the county committee who signed such copy in Section VI. Such copy shall be attached to the original of the completely executed NCR-114B covering the same farm when such forms are forwarded to the State office.

Suspended forms NCR-114B shall be handled in a manner similar to that set forth in NCR-115 for handling suspended forms NCR-114.

PART IV. INSTRUCTIONS FOR HANDLING APPLICATIONS FOR PAYMENT RECEIVED
FROM THE STATE OFFICE.

Upon receipt of forms NCR-116A and NCR-117C from the State office, such forms shall be handled in a manner similar to that set forth in NCR-115 for handling forms NCR-116 and NCR-117B

Each correction in any of the following items on NCR-116A shall be initialed by the member of the county committee who signed the NCR-116A or the related NCR-117C:

Section I, items 1, 4, 5, and 6,

Section II, items 1, 2, and 6,

Section III, column (b), items 2 and 3,

Section IV, all items in columns (a) and (b),

Section V, all items in column (c),

Section VI, name and address of applicant.

Each correction in the name and address of the applicant in Section IV of NCR-117C shall be initialed by the member of the county committee who signed the form.

If an NCR-117C has been prepared for an applicant, such applicant and a member of the county committee shall sign in Sections III and IV, respectively, of such NCR-117C. No signatures need be entered in Sections VI and VII of the related forms NCR-116A.

Suspended forms NCR-116A and NCR-117C shall be handled in a manner similar to that set forth in NCR-115 for handling suspended forms NCR-116 and NCR-117B.